

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Virtual Meeting**  
**October 27, 2020**

**Call to Order:** Sue Henke called the meeting of the Duluth Library Board to order at 4:39 on October 27, 2020.

**Introductions and new Board member:** New Board member Alex Strelow was introduced.

**Members present:** Sue Henke, Michelle Foshay, Neil Glazman, David Sperl, Betty Ramsland, Stephen Welsh, Lizzy Luoma

**Also present:** Carla Powers, Jim Filby Williams, Arik Forsman

**Absent:** Matt Rosendahl

**Public attendees:** Dennis McManus

**Review and approve agenda**

Motion by Ramsland, seconded by Sperl, to approve agenda as drafted. Motion passed unanimously.

**Public comments:** None submitted prior to meeting.

**Approve minutes from September 22 meeting**

Motion by Ramsland, seconded by Glazman, to approve minutes as drafted. Motion approved unanimously.

**Reports**

Library Manager's Report (Powers)

Two more groups of library techs are returning to work at end of October and early November. Beginning yesterday the Computer Center at the Main Library opened for use by appointment. A postcard mailing went out to 12,000 Duluth zip codes in areas where annual incomes average less than \$40,000. The Main Library is a polling place for Tuesday's general election, which offers another opportunity to let people know about the reopening. A question was asked about advertising on the DTA. Powers replied that this is being considered for Every Child Ready Duluth marketing as well.

Every Child Ready Duluth Report (Powers)

The written report was reviewed. Programming available during COVID continues, with story strolls, online storytimes, etc. Strategic planning is nearly complete.

### Foundation Report (Rosendahl)

Foundation's annual Fundraiser was held virtually last month. The group is seeking board nominations due to term expiration

### Friends Report (Ramsland)

The Friends' treasury is currently at \$12,000. Volunteers are waiting to get back to work for the book sale, if that is possible this year.

## **Old Business**

### Restoring in-person services

Another group of library technicians will be called back on November 2 to prepare for the next phase of reopening, which is grab-and-go collection access. All library services closed November 16 for computer upgrades and reconfiguring space for grab-and-go. Plans are to open up for collection browsing on November 17. The service will be publicized as a grab and go service in order to discourage lingering. The suggested time limit is 30 minutes. There are lots of logistics to plan for and to get people in and out of the building. Contract security person will not be returning at this time, because there are fewer patrons in the building. Staff are trained to engage with patrons about mask compliance, and time spent in the building. Curbside pick-up will continue. Returns are accepted 24/7 at the outdoor book drops downtown.

There was discussion about whether and when the branches will be able to re-open. Powers stated that all staff would need to be back, including the staff non-bargaining unit staff who work 13 hours per week. Vacancies would need to be filled as well, which could be time-consuming.

Three people remain on the rehire list. The next month of the grab and go will help determine staffing needs. The plan is to continue a methodical phased restoration of services, call back laid off permanent employees, followed by non-bargaining employees. Following that, vacancies will be posted. Powers expects to have seven full-time vacancies by end of the year.

The goal is to restore interlibrary loan service by December 1.

## **New Business**

### Strategic planning

The current strategic plan runs through 2020. The intention had been to do another round of planning this year to develop a plan for 2021-2026. However, because it has taken longer than anticipated to get ECRD off the ground, Powers and Filby Williams decided to wait one more year to develop the next plan. The next planning process is tentatively slated to begin in the second quarter of 2021 in hopes of having in-person meetings to gather community input.

Collection Development Policy

This policy has not been reviewed since 2011. Powers wants to strengthen language in the policy around the diversity of the collection.

2021 fee schedule

Powers recommends leaving fees the same for next year. Motion by Foshay, seconded by Sperl, to approve this recommendation. Motion approved unanimously.

Adjournment at 6:00 p.m.

**Next meeting:** November 24, 2020 at 4:30 p.m. via WebEx